



# BOGNOR REGIS TOWN COUNCIL

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## MINUTES OF THE EVENTS COMMITTEE MEETING

### HELD ON WEDNESDAY 31<sup>st</sup> MARCH 2010

**PRESENT:** Cllrs: Mrs. S. Daniells (Chairman), A. Cunard, P. Dillon, D. Eldridge, K. Scutt and Mrs. J. Warr.

**IN ATTENDANCE:** S. Holmes and E. Benackova.

*The meeting opened at 6.30 pm.*

**79. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES OF ABSENCE**

The Chairman welcomed those present. Apologies of absence were received from Cllr. S. Fyfe.

**80. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Prejudicial and Personal. These forms to be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes.

There were no declarations of interest made at this point in the meeting.

**81. TO APPROVE MINUTES OF THE MEETING HELD ON 21<sup>ST</sup> JANUARY 2010, PREVIOUSLY CIRCULATED**

The Minutes of the Meeting held on 21<sup>st</sup> January 2010 were agreed as an accurate record and were signed by the presiding Chairman.

**82. TO APPROVE NOTES OF THE MEETING HELD ON 23<sup>RD</sup> FEBRUARY 2010, PREVIOUSLY CIRCULATED**

The Notes of the Meeting held on 23<sup>rd</sup> February 2010 were agreed as an accurate record and were signed by the presiding Chairman.

**83. ADJOURNMENT FOR PUBLIC QUESTION TIME**

No public were present.

**84. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS**

There were none.

**85. TO APPROVE EVENTS OFFICER'S REPORT**

The Events Officer handed out her report (Appendix 1) and updated the Committee on the current progress.

**85.1 Clowns Parade 2010**

A Member proposed organizing a big one-off event tied with an anniversary and some discussion followed. It was noted that this could be funded by putting money aside annually and by finding a big name sponsor. It was **AGREED** to investigate the proposal.

**85.2 Carnival**

The Events Officer gave details of the Carnival Queen Competition and Cllr. Scutt offered to sponsor the Queen prize money. Cllr. Dillon also offered to sponsor one of the princesses. Furthermore, it was noted that Cllr. Mrs. Warr had organized a red Ferrari for the Carnival Queen. The Members were thanked for their generosity. The Committee agreed that the preparations were going very well and discussed the insurance implications for lorries taking part in a carnival such as the increased insurance costs and personal liability of the driver.

**85.3 Sands of Time**

In answer to a question about the sandcastle competition, the Events Officer advised that it would be run as last year and Mr. D. Hardy had kindly agreed to sponsor it. However as Angie's Crafts kiosk is no longer there, there would be a shortfall in the sponsorship money. A Member proposed contacting Butlins and the Events Officer advised that she would be asking them for carnival sponsorship as she did last year. A proposal was made to concentrate the entertainment around the Pier and to perhaps relocate the sandcastle competition there. The Events Officer informed the Members that it was better for various elements of the event to be spread out along the Prom and added that the beach by the Pier was not suitable for the sandcastle competition.

**85.4 Armed Forces Day**

It was suggested that Norman Dingemans be invited to attend.

**85.5 Sunday Afternoon Concerts****Proposal for agreement:**

The budget of £1400 to be increased by £20, this amount to be vired from within the Events Budget.

**RESOLVED.**

**85.6 Proms in the Park**

The Events Officer informed the Members that sponsorship of £100-£150 was being sought and gave details of last years arrangements with Churchill Homes.

**85.7 Hell & High Water**

Provision of boats and paddles was discussed and it was suggested that perhaps the Navy in Portsmouth could be contacted. The Events Officer gave details of the new element of the event called 'Miracle Marathon' and some debate followed. The Committee was concerned about the organization of last years puzzle competition as well as the judging. Cllr. P. Dillon volunteered to MC the event and the Members agreed that it was necessary to have other events going on whilst the puzzle competition was in progress. Putting a time limit on the puzzles was also suggested. It was noted that some old tables from the Theatre might be available for use.

*Cllr. K. Scutt offered his apologies and left the meeting – 7.25 pm.*

**85.8 French Market**

The Committee considered the proposal for a Continental Market in May as detailed in the Events Officer's report and felt that an extra market would benefit the town.

A question about Bognor Birdman 2010 was raised and the Members noted that ADC was investigating the maximum load of the Pier. It was also understood that the next Safety Advisory Group meeting was scheduled for 20<sup>th</sup> April.

The Members considered the implications of having an extra market in May including Town Force hours. It was felt that perhaps ADC could provide some wheelie bins. Following further discussion, it was **RESOLVED** to organize the Continental Market over the Bank Holiday weekend at the beginning of May subject to the organizers contributing towards the cost.

**85.9 Heritage Open Days**

Inclusion of a tour of the Picturedrome was suggested and the Events Officer agreed to contact the Manager.

*Cllr. D. Eldridge offered his apologies and left the meeting – 7.40 pm.*

**85.10** The Events Officer gave details of the advertising package from the Coast radio station, totaling £600. In view of the lack of budget provision, it was **AGREED** not to pursue this.

**85.11** The Committee also discussed the use of the Theatre boards for events advertising. However it was pointed out that opening their use to other organizations could send a mixed message to the Public and lead to flyposting.

**85.12** A Member reported on the 'Water Fight on Bognor beach' Facebook group.

The Events Officer's report including the budgets was **APPROVED**.

**86. UPDATE ON PROPOSED ARUN COMMUNITY ARTS NETWORK, REPORT PREVIOUSLY CIRCULATED**

The Events Officer gave an update as per her report (Appendix 2) which was noted. Another meeting was scheduled to take place tomorrow.

**87. UPDATE ON PLANNING FOR THE CULTURAL OLYMPIAD**

The Events Officer had nothing more to report on the Cultural Olympiad.

**88. TO NOTE CORRESPONDENCE**

**88.1** Butlins – E-mail in response to the Events Officer's email of thanks for the clowns reception

**88.2** Isle of Wight Carnival centre – List of Carnivals taking place in the UK. It was noted that the Bognor Regis Carnival has been registered.

**88.3** Claire Soper – E-mail regarding artist-led project My Street – Unlock Havelock

**88.4** South Bersted School – Letter of thanks for the Clown visit

**88.5** Littlehampton Bonfire Society – Invitation to take part in Bonfire Night on 30<sup>th</sup> October

**88.6** West Sussex Guitar Club – Letter regarding Grant Aid refusal. The Events officer read out the letter which was asking the Committee to re-consider its decision. The Members regretted that the same rules had to apply to all applicants and therefore the Committee was unable to change its decision. The Events Officer would respond to the letter.

**88.6** The Events Officer read out a Daily Mail article forecasting growth in the UK tourism this year.

**89. DATE OF NEXT MEETING**

The next meeting will be held on 12<sup>th</sup> May 2010 at 6.30pm.

*The meeting ended at 7.55pm*

## **Events Officer Report to Events Committee 31<sup>st</sup> March 2010**

### **From 2009/2010 Budget**

#### **Clowns Parade 2010**

##### **Previously agreed:**

- A. Budget £4,800
- B. Dates – Parade 7<sup>th</sup> March
- C. Reception – will be a lighter, finger buffet
- D. Route as before
- E. Samba Band for Parade
- F. Visits to schools prior to the weekend

##### **Update:**

The Clowns Parade was very successful, with much better weather than last year. The Bloco Fogo samba band was excellent and helped to create a good atmosphere. There were quite large crowds of spectators both on the seafront and in the shopping precinct. Due to the better weather it was possible to stop along the route to allow the clowns to perform to the crowds.

The school visits were again very popular, with all of the available slots taken up.

We didn't have quite so many clowns in the town centre on the Saturday and this is something we will have to consider when we have the de-brief meeting. The Reception on the Friday night seemed to work very well and we were again lucky with the donated cake. The auction of the sugar-paste clowns raised £190 for the Clown's charity.

I understand that there were a few issues between CI and Butlins with regard to the facilities and this will be dealt with when we have the de-brief meeting.

### **Proposed events for 2010 - from 2010/2011 Budget**

#### **Carnival**

##### **Previously agreed:**

- A. Budget £6,500
- B. Date: Saturday 19 June
- C. Start Point – Regis Centre Car Park plus additional road closure area
- D. Finish Point – West Park
- E. Benson Funfair to be booked for weekend – fireworks on the Saturday night, to be paid for by Bensons, also a donation to Carnival funds
- F. Other stalls at West Park – food stalls, some craft stalls perhaps
- G. Entertainment at West Park from approximately 5 pm (after presentations) until 9 pm. (Final times to be agreed with Bensons – firework display)
- H. Carnival workshops to be offered to groups wishing to / considering participating
- I. Continuing emphasis on colour / costumer / design
- J. Theme – agreed at previous meeting – Cinema
- K. The categories will remain as 2009
- L. Carnival Queen Competition to be launched in February

##### **Update:**

I have had a meeting with Kevin Smith of the BR Observer and we will be running the Carnival Queen Competition as last year. I have assumed that we will keep the prize money the same as

previously - £100 for the Queen and £50 each for two princesses, if we have them – total £200. We will need to seek sponsorship for this or make sure that we make provision in the budget for this sum.

I have booked a company for the Hog Roast (at no charge to the Council) and I am currently waiting for the documents to come through. I have been approached by another stall holder (cappuccino stall) and I will be having a discussion with Arun Concessions Officer to determine what / how many stalls I can put in West Park.

I have spoken briefly to Rox with regard to providing entertainment after the Parade and I am due to have a meeting after Easter to discuss this further.

Su Cloud, who ran our Carnival Workshops last year, will be running two workshops in The Lodge in Hotham Park at the end of May, beginning of June. Su is setting up an Arts Collective and they will be entering the carnival. People joining the Workshop can either make their own costume for their own entry or they can join in with the Collective entry.

I have sent out more letters to groups who might like to enter. To date we have 9 entries – the closing date is 28<sup>th</sup> May.

We will need to apply for Performing Rights Society licence. However, as this is based on the number of floats / entries that have music I will not know until nearer the time how much the cost will be.

I will be meeting with the Rotary Club in April to discuss stewarding / collectors for the event.

Appropriate applications have been made to Arun and the security and first aid cover has been booked. I will be producing my Management Plan in the next couple of weeks, which will then be sent to members of the Safety Advisory Group.

## **Sands of Time 2010**

### **Previously agreed:**

- A. Dates – 5<sup>th</sup> September
- B. Budget £6,500
- C. One day event only – Sunday
- D. Activities in three areas – Waterloo Square gardens, Bandstand and road closure area
- E. Restrict numbers for classic cars
- F. Reduce print costs for event programme
- G. We will seek to have donkeys for the one day and the maximum budget for this to be £475
- H. Event Officer to draw up programme of activities for the day
- I. Theme: The Seashore

### **Update:**

Entries for the Classis & Vintage Vehicle Cavalcade continue to come in and we have 37 so far, all of whom are happy to go along the Esplanade. We have also received 11 entries for the Craft Fair.

The marquee has been booked, as have first aid provision, the donkeys, the open top bus and Punch & Judy. The Road Closure Order has been received. I will be booking entertainment shortly.

Last year we had a Charity Fair in the road closure area on the Saturday. As this space will be taken up by cars this year, I am proposing that we offer the Charity Stalls the opportunity to set up on the Promenade. I have been in touch with Arun on this and they have no objection, providing it does not interfere with the running of the train.

### **Armed Forces Day (formerly Veterans Day)**

#### **Previously agreed:**

- A. Event to be run jointly with Ex-Service associations and cadet groups, forming local AFD Committee. This will allow a much larger and higher profile event to be run than would be possible using Town Council resources alone
- B. Budget allocation of £300 plus £200 underspend from 2009 event
- C. Application for MOD funding to be made by AFD Committee, which includes BRTC. MOD funding can cover up to 40% of the total costs. Additional sponsorship will also be sought
- D. Event to take place on Sunday 27<sup>th</sup> June 2009
- E. Event venue: Waterloo Square gardens (marquee) and road closure between Waterloo Square East and Waterloo Square West (area in front of Pier)

#### **Update:**

We have now agreed an outline programme for the day:

#### **ARMED FORCES DAY CELEBRATION Draft Programme for Day**

7 am	Road Closures in place Setting up
8 am	Helicopter arrives (tbc)
10 am	Drum Head Service (20 mins)
10.30 am	Presentation of medals
11 am	RNLI display (25 mins)
11.45	Unveiling of plaque – HMS St Barbara
12 noon – 1 pm	Bands / Musicians
1 pm	Car Incident – staged accident with local cadet groups (about 45 mins)
1.30 – 2.30 pm	Flypast
2 pm	Bands / Musicians
5 pm	Helicopter leaves
6 pm	Road Closures lifted

Confirmation is still awaited as to whether the helicopter will be attending, as it is dependent on where it can land. It was hoped that the grounds of the Royal Norfolk could be used but it is now being reviewed.

At the next meeting of the Armed Forces Day Committee, the design and content of the invitations will be agreed and also the guest list for VIP's and once this has been done, we will be sending out the official invitations.

### **Sunday Afternoon Concert Programme**

#### **Previously agreed:**

- A. Concerts to be in Hotham Park
- B. Proposed budget £1,400
- C. Propose 6 concerts in all (average of £233 per concert)

- D. Amend contract to remove offer of Town Council PA system but offer free parking instead
- E. Dates: 30<sup>th</sup> May, 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup> July and 1<sup>st</sup> August

**Update:**

30<sup>th</sup> May – Crystal Palace Band, 4<sup>th</sup> July – Emsworth Concert Band, 11<sup>th</sup> July – Bognor Regis Concert Band, 18<sup>th</sup> July – still to be booked (Bisham CB cancelled), 25<sup>th</sup> July - Farnborough CB of the Royal British Legion and 1<sup>st</sup> August - Lancing Brass (Royal British Legion).

The total cost of the bands booked to date is £1,320, which leaves only £80 to pay for the last band. I have approached Sussex Folk Orchestra, who may be able to play on this remaining date. However, they have asked if we could make the amount £100. I would therefore suggest that this sum is agreed and that the shortfall of £20 to be vired from any of the other 2010 events showing an underspend.

**Proposal for agreement:**

- 1) The budget of £1400 to be increased by £20, this amount to be vired from within the Events Budget.

**Proms in the Park**

**Previously agreed:**

- A. Date – 3<sup>rd</sup> July
- B. Budget £500 plus Events Officer to pursue sponsorship
- C. Venue – Hotham Park Bandstand
- D. Bognor Regis Concert Band to perform

**Update:**

I am currently pursuing possible sponsorship for this.

**Hell & High Water**

**Previously agreed:**

- A. Dates – 6<sup>th</sup> June
- B. Budget:£3,000
- C. Area of beach: between Beacon and Bandstand
- D. To develop greater links with local organisations such as the sailing clubs and cadet groups to assist with the development of the boat race element of the event
- E. Reduce level of prize money, unless sponsorship can be achieved to cover cost
- F. Boat race to be developed, working with local sailing organisations
- G. Steeplechase to be expanded – seek sponsorship from Fontwell
- H. Children’s activities to be running continuously, slightly apart from adult activities
- I. Jigsaw puzzle competition judging to be tightened up
- J. Each element to have an awards ceremony

**Update:**

A Press Release has been issued for the Raft building workshop and I have sent details out to the local pubs, sports clubs etc. To date we have no takers for the workshop, although we do have four provisional entries for the Boatrace.

I have been in touch with Fontwell, with regard to possible sponsorship for the Hobbyhorse steeplechase and I am waiting for them to get back to me.

Mike Jupp has come up with another element for the event, which is a challenge for people to 'walk over water' and to be called 'Miracle Marathon'. I will be meeting up with him in the next couple of weeks to discuss this further and also to talk about a possible visit to Spirit fm to publicise the event.

I understand from the Foreshore Officer that they may be able to assist with lifeguards this year, which will reduce our costs a bit. I will need to organise safety boats.

A Press Release will go out in the paper next week, seeking entries for the jigsaw puzzle competition.

## **French Market**

### **Previously agreed:**

- A. Date – waiting for proposals from Brunomart
- B. Budget: £500 + £350 from Market

### **Update:**

I have still not received any dates from Brunomart, although I have chased up my earlier emails. I have been in contact with Cross Channel Connections Ltd, who act on behalf of PB Organisation Continental Village Market operator. I have spoken to them about attending at the end of September (instead of Brunomart), although they would prefer to come earlier. I have said that the earliest would be the 18<sup>th</sup> & 19<sup>th</sup> September as there are other events on during the first two weekends. The organiser is currently considering these dates. He is hoping to visit Bognor Regis shortly (and other towns around the area) as they have not been here before.

However, this market operator is very keen to find a venue for a market earlier in the year and would like to come over the first bank holiday weekend in May – ie 1/2/3 May. They would actually like to attend for 4 days but I have explained that Fridays would be difficult, as a lot of deliveries take place on Fridays and it would make things very difficult in London Road to have market stalls and trucks trying to unload. Does the Committee wish to consider having a Continental Market in May?

I am still negotiating with the operator (different to the above) with regard to a possible Italian Market for the Switch-on event at the end of November.

### **Proposals for agreement:**

- 1) If we book a market in September, would the Committee agree to the 18<sup>th</sup> & 19<sup>th</sup> if we cannot get a date at the end of the month?
- 2) Do we want a market over the Bank Holiday weekend at the beginning of May?

We have to bear in mind that if we do arrange an Italian Market for the Light switch-on, that could possibly be 3 markets in the year. An additional market in May would also mean extra Town Force hours required, if the market requires electricity and rubbish removal.

## **Clowns Parade 2011**

### **Previously agreed:**

- A. Budget £4,800
- B. Dates – to be agreed with Butlins & Clowns International
- C. Reception – light finger buffet
- D. Route as before
- E. Jazz Band or similar for Parade –



F. Visits to schools in week prior to the weekend

G. Investigate possibility of children's activities/competitions, possibly with library / schools

## **Other Events**

### **Town Show**

Date has been set as 21<sup>st</sup> August

### **Heritage Open Days**

It was agreed that we could not organise a specific event for Heritage Weekend, as it coincides with the date earmarked for Birdman. However, the Town Council will work with other local groups to produce a programme for Heritage Weekend, which we can then promote by producing a leaflet including all the activities and groups involved.

Budget of £200 AGREED.

#### **Update:**

To date they have the following elements agreed for our programme.

- A tour of the Town Hall (or the interesting parts of it) by Sylvia Oliver
- The Pier are happy to have a tour of some kind (Sylvia Endacott)
- Alan Readman has agreed to do a churchyard tour of St Mary Magdelene, South Bersted, together with presentation in the church of some recently discovered old films of Bognor Regis
- St Mary's Felpham are willing to take part and I am waiting to hear back from them as to exact details
- Hotham Park Heritage Trust have agreed to provide refreshments following a tour of the park
- The Local History Society have agreed to be involved but I need to speak to them further as to what they are offering
- Thomas A'Becket Pagham will be providing a short talk at 3 pm each day on 9<sup>th</sup> – 12<sup>th</sup>. They hope to have guides available to give the general history of the church and teas, coffees etc will be laid on
- St Nicholas Church in Middleton will take part
- North Bersted Church have also agreed to do something
- Arun will open the Ice House on the Friday and they are also hoping to arrange a talk on Ice Houses as well
- Paul Beckerson will do a talk about the Weather Station
- The RAFA club hope to be able to do something (we need to wait for the new chairman to be elected in April to confirm the details)

The forms are now available to register the various events on the Heritage Open Days website and I will be arranging for this to be done over the next two weeks or so.

Clowns	£4,800
Hell & High Water	£3,000
Sands of Time	£6,500
Proms in the Park	£500
Bandstand Prog	£1,400
French Market	£500
AFD	£300
Carnival	£6,500
<b>TOTAL</b>	<b>£23,500</b>
Heritage weekend	£200

**Event Officers Report on  
Arun Community Arts Network meeting  
held on Wed 17 March at Windmill Theatre**

This meeting was organised by Inspire Leisure. Those in attendance were  
Carrie Reynolds - Inspire Leisure  
Sofia Teixeira - Littlehampton TC  
Paul Ayling – Rox  
Carole Mason – Angmering arts group  
Sue Holmes - BRTC

This was a meeting of the Steering Group, tasked with putting together a larger (stakeholders) meeting. This to include all groups, individuals and associations in the Arun area involved in art / music / drama / performance / creative arts.

The larger meeting will be in late may and will probably be held at the Windmill Theatre. It will be in the late afternoon / evening and will take the form of a short presentation by the chairman of the Arun CAN group plus a Keynote speaker and then an opportunity for groups / people to talk, exchange ideas, etc. Groups will be able to put up displays if they wish.

A questionnaire will be given out when people arrive and this will capture the information about each group – who, what, where, when etc. This will enable a mapping exercise to take place, to identify areas where there is no provision. It will also give groups etc the chance to say what they are looking for in the way of assistance.

Each member of the Steering Group will send to Carrie all of the contacts they have for artists, musicians etc, so that we try and capture as wide a selection as possible.

SJH 23.10.2010